

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPGS19008	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCS for Gen Atty Series, GS-0905, TS-18 5/74, TS-77 12/68, TS-29 8/60, TS-24 10/59					
		b. Title		c. Pay Plan	d. Series
Official Allocation	Attorney-Adviser (General)		GS	0905	e. Grade 13
4. Supervisor's Recommendation	Attorney Advisor		GS	0301	f. CLC 00
5. ORGANIZATIONAL TITLE OF POSITION (if any) Policy Counsel			6. NAME OF EMPLOYEE Jessica Kramer		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Office of Water			f.		
c.			h. Employing Office Location - Washington, DC		
d.			i. Organization Code - J0000000		
8. SUPERVISORY STATUS					
⑥ [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. ⑥ [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. ⑥ [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). ⑥ [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. ⑥ [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff			d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator		
b. Signature 		c. Date 11/27/18	e. Signature 		f. Date 11/28/18
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential ⑥ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation ⑥ 1 <input type="checkbox"/> Low <input checked="" type="checkbox"/> 2 <input type="checkbox"/> Moderate ⑥ 3 <input type="checkbox"/> High Security Clearance Required: No		c. Financial Disclosure Form OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position ⑥ may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed ⑥ is limited to current incumbent	
		e. FLSA Determination ⑥ NONEXEMPT ⑥ <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative ⑥ Professional ⑥ Executive		f. Functional Classification Code N/A	
g. Bargaining Unit Code 8888		h. Check, if applicable: ⑥ Medical Monitoring Required ⑥ Extramural Resources Management Duties (0 % of time) ⑥ This position is subject to random drug testing ()		i. Classifier's Signature Barbara E. Dangle	
				j. Date 1/28/19	

2/21/19 Made minor pen and ink changes to the PD. BD

Attorney-Adviser (General)
Policy Counsel
GS-0905-13

I. INTRODUCTION

This position is located in the Office of Water. The incumbent ensures the provision of legal advice, assistance, and policy recommendations to the Assistant Administrator, Deputy Assistant Administrator and Office of the Administrator in the incumbent's major area of responsibility. The incumbent utilizes environmental problem solving to accomplish the goals of the Office.

II. MAJOR DUTIES AND RESPONSIBILITIES

Responsible for all legal aspects of general and environmental statutes or media area within the responsibility of the Agency. Maintains expertise in at least one major area and one or more minor areas of environmental law. Legal questions involve a wide variety of extremely complex, difficult, and unusual matters that require substantial knowledge of the programs, a substantial degree of legal expertise, extensive legal research and analysis, and consideration of complicated factual and policy issues. Is responsible for interpreting for the AA on major aspects of the very complex environmental statutes, a substantial body of intricate Agency regulations, and Federal case law interpreting and applying the statutes and regulations. Also, is responsible for representing the Agency's position on environmental law matters before states, tribes, stakeholders and federal partners. Matters assigned will periodically have precedential effects, have the potential for either substantially broadening or restricting the Agency's activities, and may have an important impact on the industrial and governmental components of the regulated community. These matters often involve significant investment and capital expenditures and are often rigorously contested by some of the nation's most distinguished and capable attorneys. Interest in these matters may be nationwide and may involve leading members of Congress and top officials of state government. Extensive regional or even national press coverage may be present.

Specific duties include the following:

- A. Keeps up-to-date on pending and completed legislation in order to assure that Office of Water officials, receive the most appropriate legal advice and information and are alerted to new developments in time to enable them to successfully carry out their functions and programs.
- B. In interactions with the municipal, county and state officials and environmental agencies, Congressional staffs, other federal officials and agencies, regulated industry, and public interest groups as well as the general public, the position represents the Agency, coordinates legal activities and keeps these contacts informed. Gives expert legal advice to the Agency with respect to legal problems

arising from the administration of the regional programs. Explains to the same groups EPA's authorities, responsibilities and procedures and the legal implications of program policy and guidance and, where appropriate, defends policies and practices, obtains feedback as to the effect of the Agency's activities and programs, both real and perceived, on those external organizations or groups; and recommends revisions to Agency policies, practices and regulations so as to make them more efficacious while maintaining compliance with the law. Gives expert legal advice to the Agency with respect to legal problems arising from the administration of the regional programs.

- C. Provides relevant written and oral legal advice, policy interpretations and recommendations, and comments on directives and other written materials to AA and DAAs and the Water divisions in order to assure that all assigned legal-related activities, programs and functions are carried out in compliance with governing laws, regulations, and applicable judicial interpretations and in a manner consistent with applicable policy and guidance. Provides comments on the development of national policy and directives and guidance in order to assist in assuring that they are within the Agency's authority and are legally effective. These policies and directives effect all levels of government, as well as industry, non-profits, and the general public.
- D. Where novel or complex issues are involved, reviews and provides recommendations for the terms and conditions of permits, notices of deficiency, notice letters, information request letters, administrative complaints and orders so as to ensure the enforceability and defensibility of these terms and conditions. Recommendations often require a high order of original and creative legal endeavor to balance conflicting interests.
- E. Interprets environmental statutes, regulations, cases and other precedents as they affect the Office of Water's activities. Advises program managers of the legal implications of alternative courses of action. Drafts or reviews final agency determinations, proposed and final rules, notices and other documents for Federal Register publication, including approvals and authorizations of designated state programs. Cooperates with the Agency's Office of Inspector General in resolving questions or problems arising in the context of audit activities or investigations.
- F. Performs extensive and intensive legal research and analysis often relating to policy and rule-making.
- G. May be required to advise regional program managers regarding authorizations and approvals of designated state programs. Reviews and analyzes the legal sufficiency of state authority, remedies, and other legal aspects of program administration.
- H. Serves as liaison between the Office of Water and other program offices to provide an effective channel of communication in order to assure that the

policy advice from the agency is considered and also to assure that such office is able to base such judgments and such advice upon accurate perceptions of the pertinent facts and program objectives.

I. Performs other related duties as assigned.

III. SUPERVISORY CONTROLS

The incumbent works under the supervision of the Assistant Administrator.

IV. QUALIFICATIONS

Incumbent must have an LLB or J.D. degree from an accredited law school; must be admitted to practice before the highest court of a State, U.S. Territory, the District of Columbia, or the Commonwealth of Puerto Rico, and must maintain active status as a member of the bar of one of these jurisdictions. incumbent must have significant experience in providing legal advice and counsel at EPA, other federal, state or local agencies, or in private practice.

Nature: III

Level of Responsibility: C